



## **PURPOSE**

This policy provides guidelines for handling ATC external communications with the media and situations where there is potential for media presence.

## **SCOPE**

This policy applies to all ATC employees, contingent workers and contractors.

## **RESPONSIBILITIES**

### **Employees and contingent workers are responsible for:**

- Directing media inquiries regarding ATC to Corporate Communications ([mediarelations@atcllc.com](mailto:mediarelations@atcllc.com) or 877-506-6117).
- Maintaining the confidentiality of ATC's Confidential Information,<sup>1</sup> as defined in EIM-0120, *Information Confidentiality*.
- Complying with the FERC Standards of Conduct.
- Notifying Corporate Communications immediately upon witnessing any Commercial Media photographing or videotaping ATC facilities or job sites. Commercial media includes forms of media such as online streaming, broadcast or cable television, radio, newspapers, magazines, and industry trade publications. Commercial media organizations may also distribute news stories through email, social media, and websites.
- Notifying Corporate Communications in advance of any external presentations in which you are representing yourself as acting on behalf of ATC.
  - Use the most current ATC PowerPoint template available on the Corporate Communications SharePoint site and take the Presentations training
- Notifying Corporate Communications of any request by a supplier or contractor to use ATC's name and/or logo.
- Notifying Corporate Communications of any unauthorized use of ATC's name or logo by an outside party.
- Clearly disclosing your status as an ATC employee or contingent worker when communicating about ATC in a promotional context (including online testimonials and endorsements about ATC or its services). See Worker Classification Policy.

### **Employees and contingent workers should not:**

- Represent themselves as an ATC spokesperson to the Commercial Media or otherwise speak to the Commercial Media on ATC's behalf, without prior authorization from Corporate Communications
- Disclose design, construction, or maintenance specifications or standards, internal reports, policies, procedures, or other internal communications containing ATC Confidential Information
- Permit ATC's suppliers and contractors to use ATC's name and/or logo, without

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<sup>1</sup> For the purposes of this policy, ATC Confidential Information does not include information regarding the workplace and work environment generally, as well as information regarding wages, compensation, or other terms and conditions of employment with ATC. Employees may disclose information about themselves, such as information related to their job performance or their job duties.

prior authorization from Corporate Communications.

## **REPORTING**

It is the responsibility of all ATC employees to report any suspected violations of this policy, in accordance with ATC's Open Door Policy.

## **EXCEPTIONS/VIOLATIONS**

Exceptions to this policy require the approval of the Policy Owners. Employees, contingent workers, and contractors who violate this policy are subject to disciplinary action, up to and including termination.

This policy is not intended by ATC and will not be interpreted or applied by ATC to prohibit or dissuade employees from engaging in legally protected activities such as discussing wages, benefits, or terms and conditions of employment; forming, joining or supporting labor unions; or bargaining collectively through representatives of their choosing.